

**Minutes**  
Winchester CPMT  
24 Baker Street  
Tuesday, February 11, 2014  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Dr. Charles Devine, Virginia Dept. of Health  
Mark Gleason, Northwestern Community Services Board  
Lyda Kiser, Parent Representative  
Sarah Kish, Winchester Public Schools  
Paul Scardino, National Counseling Group  
Julie VanWinkle, Dept. of Juvenile Justice

**MEMBERS/OTHERS NOT PRESENT**

Dale Iman, City Manager  
Doug Hewett, Asst. City Manager

Kelly Bober, Child Advocacy Center  
Amber Dopkowski, Winchester Dept. of Social Services

**Others Present:**

Connie Greer, Winchester Dept. of Social Services

**RECAP OF CPMT VOTES:**

**Motion:**

- Motioned to approve the minutes from January 14, 2014 CPMT Meeting.
- Motion to add the free and reduced lunch program to the criteria to waive CSA co-payment.
- Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.
- Motion to come out of Executive Session
- Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Motion to Approve All Cases by Consent Agenda
- Motion to adjourn CPMT Meeting

**Action:**

1<sup>st</sup>: Ms. Blowe  
2<sup>nd</sup>: Ms. Kish  
1<sup>st</sup>: Dr. Devine  
2<sup>nd</sup>: Ms. Kiser  
1<sup>st</sup>: Mr. Rousos  
2<sup>nd</sup>: Mr. Scardino

1<sup>st</sup>: Dr. Devine  
2<sup>nd</sup>: Mr. Gleason  
1<sup>st</sup>: Dr. Devine  
2<sup>nd</sup>: Mr. Gleason

1<sup>st</sup>: Dr. Devine  
2<sup>nd</sup>: Ms. Kiser

1<sup>st</sup>: Dr. Devine  
2<sup>nd</sup>: Mr. Gleason

**Status:**

Approved  
unanimously  
Approved  
unanimously  
Approved  
unanimously

Approved  
unanimously  
Approved  
unanimously

Approved  
unanimously

Approved  
Unanimously

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Item	Discussion	Action
<p><b>Call to Order/Additions to the Agenda</b></p> <p><b>Approval of Minutes</b></p> <p><b>Announcements</b></p>	<p>The meeting was opened by acting Chair, Paul Scardino, at 2:08pm. The location of today's meeting changed from 411 Cameron Street to 24 Baker Street due to a conflict for the conference room at the Cameron Street location.</p>	<p>Ms. Blowe motioned to approve the minutes from January 14, 2014. Ms. Kish seconded. Motion to approve the minutes passed unanimously.</p> <p>The Alliance of Northern Shenandoah Valley is sponsoring a conference on April 8, 2014 regarding addiction. The guest speaker is Michael Nerney, a national renowned subject matter expert.</p>
<p><b>Financial Report</b></p>	<p>The Financial Report was distributed and included expenditures for January, 2014</p> <p>Report: January, 2014  Gross Expenditures: \$112,492.56  Expenditure Refunds: \$3,889.73  Net Expenditures: \$108,602.83  Local Dollars: \$48,889.55  Regular Medicaid Payments to Providers: \$51,137.92  Local Match: \$14,660.60</p> <p>Wrap Dollars Funds Beginning Balance: \$23,424.00  Encumbered: \$2,520.00  Disbursed: \$10,295.00  Remaining Funds: \$10,609.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00  Encumbered: \$4,410.00  Disbursed: \$9,618.60  Remaining Funds: \$6,133.40</p>	<p>Mr. Scardino reviewed the report.</p>
<p><b>Old Business:</b></p> <p><b>a. Strategic Planning</b></p>	<p>Four Strategic Target Areas were identified as follows:</p>	<p>Committees for each of the Strategic Target Areas were assigned:</p>

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Report-Assignment of Work Committees</b>	<ol style="list-style-type: none"> <li>1. CPMT Foundation and Structure</li> <li>2. Common Ground through Education, Training and Shared Expectations</li> <li>3. Data-Driven Accountability and Service Provision</li> <li>4. CPMT Services Development</li> </ol>	<ol style="list-style-type: none"> <li>1. Ms. Dopkowski, Mr. Gleason, Ms. Blowe</li> <li>2. Mr. Rousos, Ms. Kiser</li> <li>3. Mr. Scardino, Ms. Bober</li> <li>4. Ms. Kish, Dr. Devine</li> </ol>
<b>b. Eligibility Determination for Non-Medicaid Children</b>		No report
<b>c. Intensive Care Coordination Services</b>		No report
<b>d. FY2013 Critical Gap Survey</b>		Ms. Dopkowski compiled the results and submitted them to OCS.
<b>New Business</b>		
<b>a. Economic Interest Forms</b>	The City of Winchester requests applicable members of all City Boards to complete an Economic Interest Form to help avoid conflicts of interest.	Applicable members of CPMT are requested to complete the forms and return them to Ms. Dopkowski.
<b>b. Code of Ethics Forms</b>	The City of Winchester requests members of all City Boards to sign Code of Ethics document	Members of CPMT are requested to complete the forms and return them to Ms. Dopkowski.
<b>c. WRAP Unspent Allocation</b>	Discussion regarding whether the WRAP allocation will be spent.	Members concluded it was likely the WRAP allocation would be spent in this fiscal year.
<b>d. Appointment of Parent Representative for FAPT</b>	There is currently no parent representative on the City of Winchester Family Assessment Planning Team.	Members recommended appointing two representatives so that there would be a better probability that at least one would be able to make it to the bi-weekly FAPT meetings.
<b>e. Parental Co-Pay</b>	Request for consideration of additional co-payment waiver criteria	Dr. Devine motioned to add the free and reduced lunch program to the CSA co-pay waiver criteria. Ms. Kiser seconded the motion. The motion passed unanimously.
<b>Motion to Convene</b>	<i>Motion to convene in Executive Session pursuant to 2.2-</i>	Mr. Scardino asked that the

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<b>in Executive Session</b>	<i>3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.</i>	meeting move into Executive Session. On motion by Mr. Rousos, seconded by Dr. Devine, the meeting moved into Executive Session.
<b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b>		Motion to come out of Executive Session by Dr. Devine and seconded by Mr. Gleason. Approved unanimously.
<b>Motion to Certify Compliance by Roll Call Vote</b>	<i>Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.</i>	Motion to Certify Compliance by Roll Call Vote was made by Dr. Devine, seconded by Mr. Gleason, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases by Consent Agenda	All cases were approved on motion by Dr. Devine, seconded by Ms. Kiser.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Tuesday March 11, 2014 at 2:00 p.m., Our Health Campus, 2 <sup>nd</sup> Floor Conference Room, 411 N. Cameron St., Winchester VA	The meeting was adjourned on motion by Dr. Devine and seconded by Mr. Gleason at 2:40 p.m..

*Transcribed by CPG*

# CSA Pool Reimbursement Request Report Worksheet

Date: January 29, 2014

Period Ending: January, 2014

## Part 1 - Expenditure Description

1. Congregate Care/Mandated & Non-Mandated Residential Services	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care	2	3,666.68	0.00	3,666.68
1b. Foster Care - all other in Licensed Residential Congregate Care		0.00	544.00	-544.00
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial		0.00	0.00	0.00
1d. Non-Mandated Services/Residential/Congregate Care		0.00	0.00	0.00
1e. Educational Services - Congregate Care	4	48,137.88	0.00	48,137.88

## 2. Other Mandated Services

2a. Treatment Foster Care - IV-E	8	22,001.00	0.00	22,001.00
2a.1 Treatment Foster Care	6	27,207.95	1,740.60	25,467.35
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00	0.00	0.00
2b. Specialized Foster Care - IV-E; Community Based Services		0.00	0.00	0.00
2b.1 Specialized Foster Care		0.00	0.00	0.00
2c. Family Foster Care - IV-E; Community Based Services	4	2,045.00	0.00	2,045.00
2d. Family Foster Care Maintenance Only	2	1,332.00	1,440.13	-108.13
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	4	4,169.20	90.00	4,079.20
2f. Community Based Services	3	2,822.85	75.00	2,747.85
2f.1 Community Transition Services		0.00	0.00	0.00
2g. Special Education Private Day Placement		0.00	0.00	0.00
2h. Wrap-Around Services for Students With Disabilities	2	300.00	0.00	300.00
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00	0.00	0.00
3. Non-Mandated Services/Community Based	2	810.00	0.00	810.00
<b>4. Grand Totals: Sum of categories 1 through 3</b>	<b>37</b>	<b>112,492.56</b>	<b>3,889.73</b>	<b>108,602.83</b>

## Part 2 - Expenditure Refund Description (reported in line 4)

Vendor Refunds and Payment Cancellations	
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSI, VA benefits)	2,072.00
Child Support Collections through DCSE	1,817.73
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>3,889.73</b>

Chart A

Chart B


[CSA Statistics Home](#) > [CSA Pool Reporting](#)

**CSA Reports  
Pool  
Reimbursement  
Reports  
FY14  
Transaction  
History for  
Winchester -  
FIPS 840**

Pended Forms are not  
on this report

**Active Pool Report Preparers**Nancy Valentine (540) 686-4838Donna Veach (540) 686-4826Amber Johnson (540) 686-4823**Transaction History**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
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Beginning Balance				\$1,218,121.00	\$659,331.00	\$558,790.00
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**Pool Reimbursement History**

<u>9</u>	07/31/2013	08/02/2013	\$166.42	\$493.75	(\$327.33)
<u>9</u>	08/31/2013	09/05/2013	\$70,156.19	\$40,942.14	\$29,214.05
<u>9</u>	09/30/2013	10/01/2013	\$76,193.02	\$44,898.67	\$31,294.35
<u>9</u>	10/31/2013	11/01/2013	\$76,052.90	\$47,385.06	\$28,667.84
<u>9</u>	11/30/2013	12/02/2013	\$109,379.65	\$62,089.91	\$47,289.74
<u>9</u>	12/31/2013	01/07/2014	\$103,368.41	\$57,125.30	\$46,243.11
<u>1</u>	01/31/2014	02/04/2014	\$108,602.83	\$59,713.28	\$48,889.55

<b>Pool Reimbursement Expenditure Totals</b>			<b>\$543,919.42</b>	<b>\$312,648.11</b>	<b>\$231,271.31</b>
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**Supplement History**

<b>Supplement Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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<b>CSA System Balance</b>			<b>\$674,201.58</b>	<b>\$346,682.89</b>	<b>\$327,518.69</b>
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**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
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Beginning				\$1,194,697.00	\$646,652.00	\$548,045.00
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**Balance****Pool Reimbursement History**

-	07/31/2013	08/02/2013	\$166.42	\$493.75	(\$327.33)
-	08/31/2013	09/05/2013	\$64,626.19	\$37,948.75	\$26,677.44
-	09/30/2013	10/01/2013	\$74,333.02	\$43,891.85	\$30,441.17
-	10/31/2013	11/01/2013	\$75,432.90	\$47,049.45	\$28,383.45
-	11/30/2013	12/02/2013	\$107,904.65	\$61,291.49	\$46,613.16
-	12/31/2013	01/07/2014	\$102,858.41	\$56,849.24	\$46,009.17
-	01/31/2014	02/04/2014	\$108,302.83	\$59,550.89	\$48,751.94

**Pool Reimbursement Expenditure**

<b>Totals</b>			<b>\$533,624.42</b>	<b>\$307,075.42</b>	<b>\$226,549.00</b>
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**Supplement History****Supplement**

<b>Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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**CSA System Balance (Non-WRAP):**

			<b>\$661,072.58</b>	<b>\$339,576.58</b>	<b>\$321,496.00</b>
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**Transaction History WRAP dollars only**

<b>Match Rate:</b>	<b>Status</b>	<b>Period End</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>0.4587</b>						

**WRAP Allocation Additions History**

	08/01/2013	\$19,138.00	\$10,358.00	\$8,779.00
	10/25/2013	\$4,286.00	\$2,319.00	\$1,966.00

**WRAP****Allocation****Additions Totals**

		<b>\$23,424.00</b>	<b>\$12,677.00</b>	<b>\$10,745.00</b>
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**Pool Reimbursement History - WRAP only**

-	07/31/2013	08/02/2013	\$0.00	\$0.00	\$0.00
-	08/31/2013	09/05/2013	\$5,530.00	\$2,993.39	\$2,536.61
-	09/30/2013	10/01/2013	\$1,860.00	\$1,006.82	\$853.18
-	10/31/2013	11/01/2013	\$620.00	\$335.61	\$284.39
-	11/30/2013	12/02/2013	\$1,475.00	\$798.42	\$676.58
-	12/31/2013	01/07/2014	\$510.00	\$276.06	\$233.94
-	01/31/2014	02/04/2014	\$300.00	\$162.39	\$137.61

**Pool Reimbursement Expenditure**

<b>Totals -WRAP only</b>			<b>\$10,295.00</b>	<b>\$5,572.69</b>	<b>\$4,722.31</b>
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**CSA System Balance (WRAP  
only):**

**\$13,129.00**

**\$7,106.52**

**\$6,022.48**



### Chart C

### Chart C

Wrap-Around Services for Students with Disabilities  
2013 - 2014

Chart D

Child	DM	RB	DR	VS	NW	LT	RL	TOTAL SPENT
Agency Worker	WPS-NREP Clatter	WPS-NREP Clatter	WPS-NREP Clatter	WPS Groom	WPS Groom	WPS-NREP Clatter	NWCSB Hines	
JUL								0.00
AUG	1,620.00	260.00	480.00	40.00	400.00	2,490.00	240.00	5,530.00
SEP	1,260.00		600.00					1,860.00
OCT			180.00				440.00	620.00
NOV	1,140.00			80.00	255.00			1,475.00
DEC		130.00		40.00	340.00			510.00
JAN		130.00			170.00			300.00
FEB								0.00
MAR								0.00
APR								0.00
MAY								0.00
JUN								0.00
TOTAL/								
CHILD	4,020.00	520.00	1,260.00	160.00	1,165.00	2,490.00	680.00	10,295.00
				Beginning Balance				23,424.00
				Disbursed				10,295.00
				Encumbered				2,520.00
				Remaining Funds				10,609.00

Chart F

Chart F